

Microsoft Training Resources



This document outlines a structured set of Microsoft training resources to support staff across North West London Integrated Care System (ICS) and partner organisations in developing digital capability and confidence. The aim is to enable colleagues to make effective use of Microsoft technologies in their daily work, enhance productivity, and strengthen the use of data and digital tools across the health and care system.

The resources are organised into five progressive levels, reflecting increasing levels of digital proficiency and technical specialisation:

- **Level 1:** Digital Basics (Foundation) – introductory resources for building essential digital literacy and confidence in using Microsoft Office tools.
- **Level 2:** Productivity and Collaboration (Intermediate) – resources to enhance efficiency and teamwork using Microsoft applications.
- **Level 3:** Data and Analysis (Professional Skills) – resources to strengthen analytical, data management, and reporting skills.
- **Level 4:** Cloud, AI, and Development (Advanced/Expert) – resources for staff with technical, engineering, or development responsibilities.
- **Level 5:** Healthcare-Specific (Specialist) – resources tailored to the NHS context, focusing on health data, interoperability, and digital transformation.

Staff can engage with the level most relevant to their current role and progress through higher levels as their skills and responsibilities evolve.

Level 1: Digital Basics (Foundation)

For staff who need confidence with day-to-day Office tools.

- [Microsoft 365 Training Center](#): official hub for Word, Excel, PowerPoint, Outlook, Teams, OneDrive.
- [Office Quick Start Guides \(PDFs\)](#): downloadable cheat sheets with screenshots.
- [Digital Literacy Curriculum](#): free basic computer skills: using email, internet safety, productivity software.

- Microsoft 365 YouTube Channel: short “how-to” videos for quick fixes (search “Microsoft 365” on YouTube).

Level 2: Productivity and Collaboration (Intermediate)

For staff who already use Office apps but want efficiency.

- Excel Essentials (formulas, pivot tables, charts): [Excel training](#)
- Outlook for Productivity: email management, calendars, rules. [Outlook training](#)
- Microsoft Teams: meetings, breakout rooms, file collaboration. [Teams training](#)
- Low-Code Automation: [Power Automate](#) for automating repetitive workflows.
- OneNote & Planner: apps that are useful for team collaboration and task management.

Level 3: Data and Analysis (Professional Skills)

Useful for analysts, finance, workforce, or population health teams.

- Power BI Learning Path: [To get started with data analytics](#)
- Excel Advanced Tools: YouTube tutorials can be used for Power Query, Power Pivot, data cleaning
- Microsoft Fabric: [Introduction to Microsoft Fabric](#), new end-to-end analytics platform.
- SQL on Azure: To [query](#) relational data.
- Data literacy pathways: modules on [interpreting](#), [presenting](#), and [managing](#) data.

Level 4: Cloud, AI and Development (Advanced/Expert)

For digital specialists, data engineers, and developers.

- Azure Fundamentals (AZ-900): [Learning path](#) - intro to cloud, storage, compute.
- Azure AI Fundamentals (AI-900): [Learning path](#) - machine learning, cognitive services.
- Azure Data Engineer (DP-203): data pipelines, data lakes. [Learning path](#)
- Azure Security & Compliance: for IT teams managing sensitive NHS data. [Documentation here.](#)
- GitHub & DevOps: [Introduction to GitHub.](#)

Level 5: Healthcare-Specific (Specialist)

Tailored for NHS / ICB staff dealing with health data.

- Microsoft Cloud for Healthcare: [Learning path](#) - interoperability, patient journeys, cloud adoption.
- Azure Health Data Services: [Module](#) here.
- Fast Healthcare Interoperability Resource: [Work with health data using FHIR.](#)
- Healthcare Data Solutions in Microsoft Fabric: [Learning path.](#)

Other Resources

- [Microsoft Virtual Training Days](#) - free online events, often include exam vouchers.
- Certifications: AZ-900 (cloud basics), PL-300 (Power BI), DP-900 (data fundamentals).
- NHS staff sometimes have free LinkedIn Learning access (check via your local library or NHS organisation).